HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME: KARTY, FLORYAN R.

INCLUSIVE DATES: 10 July 1951 - 9-26-1972

CUSTODIAL UNIT/LOCATION: OP

ROOM: 5E13

DELETIONS, IF ANY:

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

SECRET

KARTY, FLORYAN R. 009274

Personnel Actions
After Mexico City Assignment

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

XF

DATE PREPARED: 11 SEPTEMBER 1963

1. SERIAL NUMBER: 009274

2. NAME (Last-First-Middle): [redacted] CHRTY, F R.

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT

4. EFFECTIVE DATE REQUESTED: MONTH 09 / DAY 15 / YEAR 63

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V | V TO CF | CF TO V: XX | CF TO CF

7. COST CENTER NO. CHARGEABLE: 1135-5700-1000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS:
DDP WH
BRANCH 3
MEXICO, MEXICO CITY STATION

10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO

11. POSITION TITLE: OPS OFFICER

12. POSITION NUMBER: 418

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 12 2

17. SALARY OR RATE: $ 9790

18. REMARKS

FROM: DDP/WH/400/MEXICO STATION

Recorded by CSPD

18A. SIGNATURE OF REQUESTING OFFICIAL: ROBERT D. CASHMAN, C/WH/PERS — DATE SIGNED: 9/12/63

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: Dwight M. Collins — DATE SIGNED: 13 Sep 63

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC)	21. OFFICE CODING (ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. CONTROL CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
37	10	5140	WH	45075		3	01 06 12		

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 = CSC, 3 = FICA, 5 = NONE) | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE (0 = NONE, 1 = 5 PT., 2 = 10 PT.) | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY (CAR/RESV, PROV/TEMP) | 39. FEGLI / HEALTH INSURANCE (0 = WAIVED, 1 = YES; HEALTH INS. CODE) | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (0 = NO PREVIOUS SERVICE; 1 = NO BREAK IN SERVICE; 2 = BREAK IN SERVICE (LESS THAN 3 YRS); 3 = BREAK IN SERVICE (MORE THAN 3 YRS)) | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA (FORM EXECUTED 1 = YES 2 = NO; CODE; NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED 1 = YES 2 = NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: 9/18/63

46. O.P. APPROVAL — DATE APPROVED: 17 Sep 63

FORM 4-62 1152 OBSOLETE PREVIOUS EDITIONS AND FORM 1152a.

SECRET

(4)

SECRET
(When Filled In)

7/B

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 17 JULY 1963

XXB

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
009274	[redacted] CARTY, F R.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (Month Day Year)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	06 09 63	REGULAR

6. FUNDS	V TO V	CF TO V	V TO CF	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
		XX			4135-5700-1000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 3 MEXICO City, MEXICO STATION	MEXICO City, MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	400	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	12 2	$ ~~9475~~ 9790

18. REMARKS

FROM: DDP/FE/2120/BANGKOK STATION/OPERATIONS BRANCH Tray 27

1 COPY TO FINANCE DIVISION AND OFFICE OF SECURITY

Recorded by CSPD EJP

[redacted]:

[redacted]

18a. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
ROBERT D. CASHMAN, C/WH/PERS	7/18/63	[signature]	23 July 63

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (Numeric / Alphabetic)	22. STATION CODE	23. INTEGREE CODE	24. ROSTER CODE	25. DATE OF BIRTH (Mo. Da. Yr.)	26. DATE OF GRADE	27. DATE OF LEI
37	10	64707 WH	45015		3	01 06 12		

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSC, 3 - FICA, 5 - NONE) | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE (0 - NONE, 1 - 5 PT, 2 - 10 PT) | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY (CAREER/PROV/TEMP) | 39. FEGLI / HEALTH INSURANCE (0 - WAIVED, 1 - YES; HEALTH INS. CODE) | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (0 - NO PREVIOUS SERVICE; 1 - NO BREAK IN SERVICE; 2 - BREAK IN SERVICE (LESS THAN 3 YRS); 3 - BREAK IN SERVICE (MORE THAN 3 YRS)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE 3; NO. TAX EXEMPTIONS 02) | 44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED
D. Keikanen 07/25/63	Joseph B. Kagan	22 July 63

14-00000

SECRET
(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Kartez, Floryan	Wife - Dexmaie	63-097

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 23 Nov 62. Ruptured muscle.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF BSD REPRESENTATIVE
3 MAY 1963	B. DeFelice

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-61 1076 USE PREVIOUS EDITION. SECRET (4-31)

14-00000

Personnel Actions
prior to Mexico City
Assignment

14-00000

SECERT

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

SECRET

Handle With Care

CONFIDENTIAL
(When Filled In)

NOTICE OF CREDITABLE SERVICE
[FOR LEAVE PURPOSES]

PREPARE IN ORIGINAL FROM STANDARD FORM NO. 144 AND FORWARD TO FINANCE OFFICE.

NAME (Last First, Middle)

[redacted] (P)

OFFICE (and Division)

DDP/WH

SERVICE COMPUTATION DATE:

24 Dec 1948

PO... ON
Gr-4b

2 Marvh 1963 — SIGNATURE DATE

JOHN L. BISCHOFF, Chief/SCAPS — CHIEF, TRANSACTIONS AND RECORDS BRANCH

FORM NO. 37-157
1 MAR 54

CONFIDENTIAL (4)

14-00000

ORIGINAL Biographic Profile

(sanitized version in file)

14-00000

27

Personnel Actions After
Mexico City Assignment

14-00000

WH

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
[redacted] KARTY, FLORYAN R.	009274	51 700	CF	GS 12 3	$10,105	$10,640

POSTED ON 05-40

8 JAN 1964

WH-

1. Serial No.	2. Name	3. Cost Center Number		4. LWOP Hours
009274	KARTY, FLORYAN R. [redacted]	64 700	CF	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 12	2	$ 9,790	11/25/62	GS 12	3	$10,105	11/24/63			

8. Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [signature] DATE 7 Oct 1963

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Edition (4-31)

SECRET
(When Filled In)

DLS: 13 ~~XX~~ SEPT 63

OCB

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
009274	[redacted] KARTY, FLORYAN R.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 15 63	REGULAR

6. FUNDS	V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF		4135 5700 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION	MEXICO CITY , MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0418	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	12 2	9790

18. REMARKS

POSTED ON OF-45

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
37	10	51400	WH	45075		3	01 06 12		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) / CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET PREFERENCE (CODE; 0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP; CODE)	39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVED, 1 - YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS.), 3 - BREAK IN SERVICE (MORE THAN 3 YRS.))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED 9/24/63 JK

FORM 11-62 1150 Use Previous Edition

SECRET 19 SEP

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

SECRET
(When Filled In)

MHC: 31 JULY 63

OCB

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	009274
2. NAME (LAST-FIRST-MIDDLE)	[redacted] KARTY, ELCKYRN R.
3. NATURE OF PERSONNEL ACTION	REASSIGNMENT
4. EFFECTIVE DATE (MO DA YR)	06 09 63
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	V TO V / CF TO V / X V TO CF / CF TO CF
7. COST CENTER NO. CHARGEABLE	4135 5700 1000
8. CSC OR OTHER LEGAL AUTHORITY	50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS	DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION
10. LOCATION OF OFFICIAL STATION	MEXICO CITY, MEXICO
11. POSITION TITLE	OPS OFFICER
12. POSITION NUMBER	0400
13. SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0136.01
16. GRADE AND STEP	12 2
17. SALARY OR RATE	9790
18. REMARKS	

POSTED ... 31 AUG 1963

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25 DATE OF BIRTH MO DA YR	26 DATE OF GRADE	27 DATE OF LEI
37	10	64700	WH	45075		3	01 06 12		

28. NTE EXPIRES	29 SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 4 - NONE) CODE	31 SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33 SECURITY REQ NO.	34. SEX
					EOD DATA		

35 VET. PREFERENCE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE (0 - WAIVED, 1 - YES; HEALTH INS CODE)	40. SOCIAL SECURITY NO

41 PREVIOUS GOVERNMENT SERVICE DATA (0 - NO PREVIOUS SERVICE; 1 - NO BREAK IN SERVICE; 2 - BREAK IN SERVICE LESS THAN 3 YRS; 3 - BREAK IN SERVICE MORE THAN 3 YRS)	42 LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
08/02/63

FORM 11-62 1150 Use Previous Edition

SECRET (When Filled In)

31 JUL 1963

14-00000

A. Fitness Reports covering period after Mexico City Assignment

B. Personnel Actions for period prior to Mexico City Assignment

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 009274

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[redacted] [illegible]	1912	M	GS-12	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/1	Mexico City

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER	RESERVE	TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)		
	SPECIAL (Specify):		

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
	ANNUAL	XX	REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
December 1964	1 Jan 1964 - 22 November 1964

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Case Officer for Soviet access agents.	P
SPECIFIC DUTY NO. 2: Analyst work, preparing Soviet personality reports. ✓	S
SPECIFIC DUTY NO. 3: Transcription into English of Russian technical product, and preparation of interpretative renditions of same when necessary.	O
SPECIFIC DUTY NO. 4:	
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

POSTED ON [illegible]

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S ✓

7 JAN 1965

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

As explained in the previous fitness report, Subject was assigned to the Station for the purpose of taking charge of the Station's joint telephone tap center, a position for which he was and is eminently qualified by reason of extensive experience and outstanding language qualifications. However, this position did not materialize because of circumstances beyond the control of Subject and the Station.

It was therefore subsequently decided to train Subject locally, and have him gradually assume case officer and analyst responsibilities in certain simpler aspects of the Station's Soviet program.

Given the circumstances that Subject had not had prior case officer or analytical experience (or even any substantial past exposure to operations to give him vicarious experience) he progressed more than adequately in absorbing the training offered, in assuming responsibility for two Soviet operations and in the preparation of analytical studies on the Soviet complement. Given the further circumstances that the Station did not have the time to train him more than superficially, and that the operations he handled were basically uncomplicated, it must be stated that Subject cannot now be considered to be a case officer.

This conscientious and intelligent officer has high interest and enthusiasm for operations, but it is believed that his forte and future lies in the management of technical operations. This has been recognized also by Headquarters in the assignment presently planned for him.

As a staff agent under tourist cover, he and his family adapted themselves remarkably well to the deep cover situation and to all other environmental factors.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
23 November 1964	[redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
23 November 1964	Ops Officer	s/ Herbert Manell

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 November 1964	COS	s/ Winston M. Scott

SECRET

14-00000

96

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 009274

SECTION A — GENERAL

EARTHY, [illegible] R.

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[redacted]	6 Jan 1912	M	GS-12	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Operations Officer	DDP WH 3	Mexico City

9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT	
CAREER	RESERVE / TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)		XX ANNUAL	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):		SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
28 February 1964	6 August 1963 - 31 December 1963

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Translation of Russian and Spanish materials.	S
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

POSTED ON [illegible] 17 Feb 64

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

14 FEB 1964

FORM 6-62 45 OBSOLETE PREVIOUS EDITIONS

SECRET

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

FEB 13 1 26 PM '64
MAIL ROOM

From the time of Subject's arrival in Mexico and through 31 December 1963, he was utilized principally in translation work and was held on tap for the position of heading up the Station's joint telephone tap center. Circumstances beyond the control of the Station and Subject are responsible for the fact that the incumbent in charge of the center will continue these duties and Subject will be given other responsibilities.

Primarily, Subject will be trained to handle analyst and case officer responsibilities in the Soviet field. The level and range of the responsibilities will depend on the progress Subject makes in handling these duties in a manner satisfactory to the Station.

Subject is most conscientious and effective in every assignment given him to date, and the Station is extremely pleased to have him available as an outside Station asset. He is enthusiastic about all his work, including certain part-time routine and arduous duties, and he looks forward with confidence to the prospect of becoming a case officer. Although it is premature to state positively that Subject will succeed as a case officer, the supervisor believes that Subject will undoubtedly progress adequately.

Subject and his family have acclimated themselves excellently to the deep cover situation, faster than most of the Station's other staff agents, and certainly with fewer problems and requests for guidance from the Station's staff.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
29 Jan 1964	[redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
29 January 1964	Operations Officer	/S/ Herbert Manell

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
29 January 1964	Chief of Station	/S/ Winston M. Scott

SECRET

14-00000

Pre 1961 Fitness Reports and other personnel documents